Base Realignment and Closure (BRAC)

Human Resources (Personnel) Overview

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Pending SECDEF Announcement

- **Become fully aware of closure process**
  - Public Law governing process
  - Basis - recommendations to the Commission
  - Role of Commission
  - Timetable for decisions
  - Knowledgeable of Base Reuse Process

Commander's Announcement

- Inform Unions/Employees/Community Leaders
- Be Reassuring – But "KEEP TO THE FACTS"
- Keep announcement short/noncommittal
- Stress Communications Critical Throughout
  - Town Hall Meetings - weekly/monthly/quarterly
  - Use E-mails/local fact sheets/newspapers/ daily bulletins for relevant information
- **Briefings/assistance from civilian personnel human resource managers is critical throughout processes**

Words of Assurance

- Reiterate – employee needs are priority
- Solicit employee support
- Stress every effort will be made to help
- Special training/employment programs
- Retirement options/benefits as needed
- Implementation plan includes “people” options
- Help from other sources may be needed

Employee Preparation

- Seek civilian personnel advisory service
- Check personnel records
  - Service Computation Date – Veteran's Status, Performance Ratings
- Obtain retirement calculation
- Prepare employment resume
- Register in applicable programs

Available Tools

- Early outs and buyouts
- Moving people around
- Reduction in force
- Transition assistance
- In service placement
- Outplacement

Early Outs/Buy Outs

- Voluntary Early Retirement Authority (VERA)
  - Offered prior to RIF notice
  - Creates vacancies for others
  - Counseling critical – reduced annuity
- Voluntary Separation Incentive Payment (VSIP)
  - $25,000 or severance (cheaper of 2)

VERA/VSIP

- VERA - Retire age 50/20 years
  Retire any Age/25 years

- VSIP - Optional/early retirement or resignation

Moving People Around

- Directed or voluntary reassignments
  - Management discretion – PRE-RIF
  - Employee must be fully qualified
- Voluntary change to lower grade
- Relocation
- Early registration in placement programs

Avoid RIF

- Tools Available:
  - Hire/promotion freeze
  - Separate temps
  - Promote outplacement
  - Directed reassignments
  - Encourage voluntary separations

Hiring Processes Lessening People Impact

- Freeze hiring/promotions

  (Selective or total – career ladder promotions exempted)

- Fill jobs with temps (long/short term)

Consider Impact On Employee Morale

In Service Options

- Retraining
- Skills assessment
- Job fairs
- Resume preparation
- Counseling
- Registration – special programs

Outplacement Assistance

- DoD Priority Placement Program (DoD PPP)
  - Register – one year prior to RIF
- OPM Interagency Career Transition Assistance Program (ICTAP)
- Local Placement Programs
  - Federal/private sector

Outplacement

- Reemployment priority list
- ICTAP
- Local community (Federal/Private Sector/ Special Programs)

Department of Labor (DOL)

- Publicly funded
- Provide on-site assistance
- HQS/state/local BOARDS
- Employment and training programs
- Economic/local market analysis
- On site services
- Unemployment insurance
- Training/supportive services
- Resumes/interviewing skills
- Job search/job transition
- Transportation/child care/housing

Transfer Of Function

- **Functions may be moved from one location to another**
  - Employees may move with the function if that function – is not being performed at the new location
  - Employees moving with their the functions are entitled to PCS/relocation expenses
  - Employees who decline to accompany function will be placed in RIF situation – could be separated

Transfer of Work

- Functions/work transferred to a new location where work is already being done is not a transfer of function - No entitlement for employees to move with their work
- Employees are entitled to register in outplacement programs and may be in RIF situation when closure is scheduled

Work Contracted Out

- Employee has right of first refusal when work moves to contractor
- Employee may move with his/her work
  - Must decide in 30 days
- Declination may result in separation by RIF if insufficient number of other jobs are left on site and employee's tenure is lower than other employees

Reduction in Force

- Retention is based on 4 factors

Tenure
Veteran's preference
Seniority
Performance

Note:

OSD plans to address potential changes to RIF under the National Security Personnel System to ensure consistent application across components

RIFs dependant upon timing – vet preference could be at issue

RIF Notice Period

- Written notice to each employee
- 60-day minimum notice period
  (Some union agreements may require longer period)

Grievance/Appeals

- Appeals – Merit Systems Protection Board
- Within 20 days of RIF effective date
- Grievance, if covered by negotiated agreement

Authorities

- Voluntary RIF (09/30/05)
- Lump sum severance Pay (2006)
- Temporary coverage – continued medical care (09/30/06)
- Continuation of annual leave accrual (already extended)

Note:

Extensions of authorities are working at DoD level

RIF Clearance Process

- 50 or less separations –notify Army G-1
- 50+ - formal clearance required
- Clearance package
  - Realignment Fact Sheet
  - Information for Members of Congress (IMC)
  - Press Release
  - EEO Comparison
  - Environmental Consideration
- Packages forwarded thru MACOM or Senior Mission Commander to Assistant G-1 (Civilian Personnel Policy)
- Approval Authority - Assistant Secretary (Manpower and Reserve Affairs)
- IMC Approved by Secretary of the Army (60-day lead time needed)
- Assistant Secretary of Defense (Legislative Affairs) notifies Congress

Distribution List

- Info received daily (some short fuses)
- Need to establish distribution lists – prime action person and the director if so desired)
- Daily DoD issuances (info and taskings)
- Info from press releases (Washington/Local)

Websites

- DoD website: www.bractransition.com
  (Activated Soon)
  (Linked to Army CPOL and BRAC Web Sites)

- Video tape, brochures under contract

- Web sites already available on outplacement programs, and varied benefit programs